

HIGHLINE COMMUNITY COLLEGE

Supplier Diversity Strategic Initiative

Statement of Commitment

Highline Community College is committed to maximizing opportunities for certified minority and women owned businesses to contract with the college for the procurement of goods and services. Highline Community College is dedicated to ensuring the certified businesses are given maximum practicable opportunity to directly and meaningfully participate and that access to procurement opportunities is fair and equitable.

Responsibility

The responsibility for managing the Supplier Diversity Strategic Initiative and its content is the Vice-President for Administrative Services. The Vice-President delegates implementation, monitoring and reporting under the plan to the Purchasing Manager. The Purchasing Manager reports to the Director of Finance and Auxiliary Services who will work in conjunction with Purchasing Office staff to ensure that procurement activities are conducted within the parameters of the plan.

Strategic Approach to Outreach

Highline Community College will take a strategic, pro-active approach in soliciting Minority and Women Owned Firms' participation in procurement activities including but not limited to the following:

1. Consistent use of WEBS for competitive solicitations. If no certified MBE or WBE firms are identified for a specific commodity or service, HCC will check OMWBE website or contact OMWBE directly.
2. The Purchasing Department will draft and publish Requests for Quotations and Requests for Proposals in such a manner to encourage successful competition by M/WBE firms.
3. Efforts related to aggregate purchases to achieve economies of scale will be reviewed to determine appropriateness. Purchases will be un-bundled when practicable to maximize M/WBE firm participation.
4. Work with project managers to assure certified M/WBE firms are given opportunities to compete. Invite OMWBE to speak at pre-bid meetings for large (new construction) projects.
5. RCW 28B.10.029 may exercise independently those powers to purchase from alternative (besides GA) contracts to increase opportunities for certified M/WBE's to do business with the college.
6. Work with project managers to maximize time frame for firms to respond to bids.

7. The Purchasing Department will participate in vendor outreach programs such as the annual training provided by the Department of General Administration.
8. Purchasing Department staff will provide all college procurement card holders a list (updated annually) of certified M/WBE suppliers by type of commodity.

Staff Training

The Director of Finance and Auxiliary Services assumes overall responsibility for training efforts on behalf of our Supplier Diversity Strategic Initiative.

The Purchasing Manager will provide both annual and as-needed training to department employees with the responsibility for procurement and contracting regarding the appropriate implementation measures for each applicable outreach strategy.

The Accounting Manager, in collaboration with the Purchasing Manager, will provide both annual and as-needed training to Accounts Payable staff regarding the use of appropriate sub-object codes for OMWBE reporting. The Director of Finance and Auxiliary Services will review all payment documents for accurate coding.

The Purchasing Manager will provide both annual and as-needed training to procurement card holders regarding direct purchases from certified MBE and WBE suppliers.

Goals and Objectives

Annual Goals – Process

In order to set meaningful, realistic and attainable goals, Highline Community College will do the following:

1. Collect historical data by type of procurement (direct buy, bid, capital project) and, if possible, by commodity or type of commodity ie – office supplies.
2. Compile, analyze and interpret data to create a baseline.
3. Determine availability of M/WBE suppliers for types of commodity or procurement activity.
4. Determine realistic annual goals based on baseline results and available M/WBE suppliers.

Annual Goals

Highline Community College's annual fiscal year goals will be determined after the goal setting process is complete. After the initial fiscal year goal is set, goals established for subsequent fiscal years shall take into consideration the number of M/WBE firms available, HCC's success rate at meeting it's previous goals, and whether there is an opportunity to encourage additional M/WBE firms to participate, particularly in areas of historical under-representation by M/WBE firms.

Our process for setting individual contract goals will follow the same strategies as outlined above for setting annual goals.

Record Keeping and Reporting

Record keeping related to the college's Supplier Diversity Strategic Initiative, including copies of contracts, awards and PO's will be kept in the college's Purchasing Office. Procurement card holders will keep source documentation related to procurement card transactions in their individual departments.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Purchasing Department, under the umbrella of Financial Services. As noted above, Accounts Payable staff will be trained in the use of accurate sub-objects for OMWBE reporting and the importance of accuracy in data entry. The Director of Finance and Auxiliary Services will review payables documents for accuracy in sub-object reporting. The Purchasing Department will conduct quarterly on-line reviews of p-card activity for the purposes of OMWBE reporting. Quarterly reports will be provided to OMWBE on behalf of each college in the CTC system by the Center for Information Services.

2nd Tier Contracting & Reporting

Identification of method used to monitor/report expenditures, work with prime contractor to identify all subcontractors, identification of sub-contract items of work and spend.

Dispute Resolution

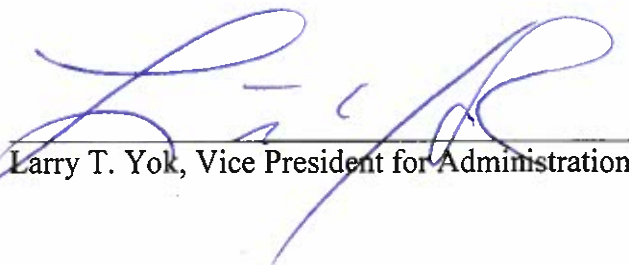
Resolution of disputes regarding the use of OMWBE certified vendors will be the responsibility of the Purchasing Manager, in collaboration with the individual department manager involved in the dispute. Complaints related to the college's Supplier Diversity Strategic Initiative will first be investigated by the Director of Finance and Auxiliary Services, who will present findings and recommendations to the Vice-President for Administrative Services. The Vice-President for Administrative Services will be responsible for the final disposition of the complaint.

Review and Assessment

The Purchasing Manager will review all competitive procurement policies, procedures, contract language and forms to ensure that they follow Supplier Diversity Strategic Initiative guidelines.

The Supplier Diversity Strategic Initiative will be reviewed and updated annually to reflect adjustments to our on-going efforts to promote supplier diversity. As part of the annual goal-setting process, the Purchasing Manager, Director of Finance and Auxiliary Services and others as delegated by the President will review the entire plan and propose additions, changes or deletions.

Reviewed and Approved for Highline Community College



Larry T. Yok, Vice President for Administration